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OIT: 0708-87

28 SEP 1987

**OIT/TRIS
LOGGED**


MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCIFROM: Edward J. Maloney
Director Information TechnologySUBJECT: Request for Approval to Incur Expenses Under 1. Approval is requested to incur expenses allowed under 2. I believe the expenditure of appropriated funds is authorized under
 for the costs for coffee, decaffeinated coffee and tea on October 2, 1987
for the purpose of refreshments at a briefing to senior data processing
professionals and managers to be presented by the IBM Corporation. 3. Designated Officials present including their title, and organizational
affiliation will be: Mr. Emphraim Maclay Gearhart, III
Consulting Marketing Representative
IBM CorporationMr. James Alan Straley
Branch Manager
IBM CorporationMr. George Leflar
Senior Consultant
IBM CorporationMiss Melissa Kaye
SE, IBM CorporationMiss Jaconett Murphy
SE, IBM CorporationMr. Donald J. Berg, Manager
Quality Systems Inc.

30-1

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25X1 SUBJECT: Request for Approval to Incur Expenses Under 


Mr. Joseph Yates, Manager
TRW Inc.

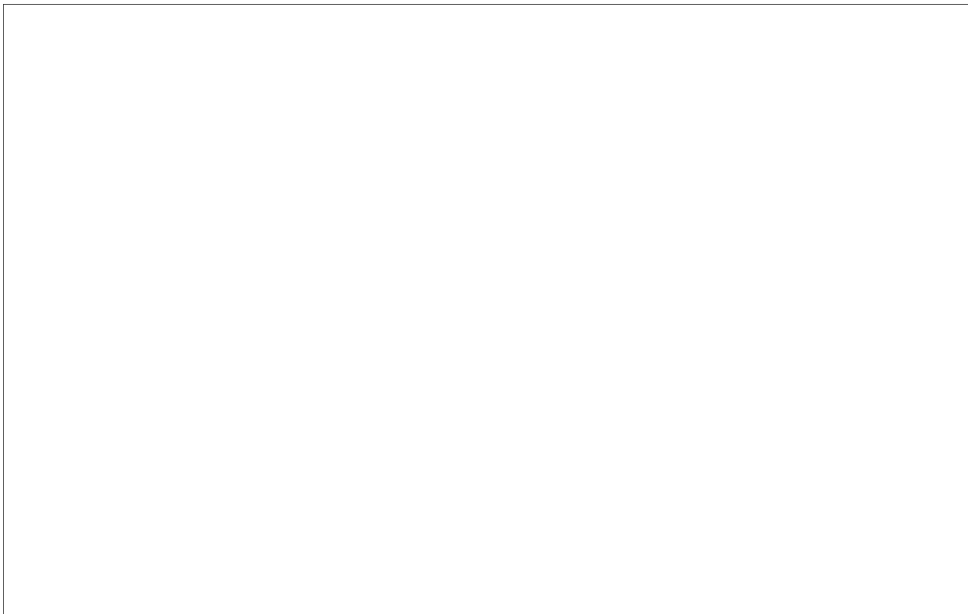
Mr. Thomas Dillon, Manager
TRW, Inc.

Mr. Dan Wallace, V.P.
CRW Inc.

25X1 4. The designated Agency Host present including her grade, title, and
25X1 orgainzational affiliation will be: 


Chief, Engineering Group/OIT

25X1 5. Invited Agency guests include the following individuals. Most are
25X1 Branch Chiefs or above or Senior ADP professionals at the GS-14 and above
level. Most are from OIT, but OIR, OSWR and the IMS are all represented. 



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25X1 SUBJECT: Request for Approval to Incur Expenses Under

25X1 6. I certify that the attendance of the individuals listed in paragraphs
and further, that the function will facilitate the accomplishment of the DCI's
duties and responsibilities.

25X1 7. The estimated cost of this function is \$53.30.

25X1



Edward J. Maloney
Director of Information Technology

CONCURRENCE:

Deputy Director for Administration

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25X1 I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

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Executive Director

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